

CEA



CAREER EXECUTIVE ASSIGNMENT

Release Date: January 12, 2016

THE STATE OF CALIFORNIA IS An equal opportunity employer to all, regardless of AGE, ancestry, color, disability (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, medical condition, MILITARY OR VETERAN STATUS, national origin, political affiliation, race, RELIGIOUS creed, sex (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT : Parks and Recreation

POSITION TITLE : Chief, Accessibility Section

SALARY : CEA Level A - \$6,453.00 - \$9,277.00 / Month

FINAL FILING DATE : February 1, 2016

DUTIES AND RESPONSIBILITIES:

This position advises the Director, the Chief Deputy Director, Deputy Directors, Division Chiefs, other Executive Staff, Resources Agency staff, Department of Finance staff, regulatory boards and commissions, and the Governor's Office regarding accessibility policy matters and developments in the court settlement of *Tucker v. California Department of Parks & Recreation*. The incumbent is singularly responsible, within the Department, to provide policy advice and recommendations about accessibility issues.

MINIMUM QUALIFICATIONS:

All applicants must possess the knowledge and abilities, and any other requirements, described in this bulletin.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

KNOWLEDGE AND ABILITIES:

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other governmental settings, or in a private organization):

CEA Level A: Responsible for broad administrative and program activities including, the execution and/or evaluation of program policies.

CEA Level B: Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C: Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATIONS:

In addition to the above knowledge and abilities, candidates should also possess the following personal attributes: interpersonal sensitivity; strong communication and decision-making skills; strong organizational leadership skills; the ability to effectively deal with situations requiring composure and self-control, tact and diplomacy.

Applications will be screened on the basis of background, managerial potential and the following desirable qualifications below will provide the basis for competitively evaluating each candidate.

Experience in a managerial capacity at least equivalent to a Staff Services Manager II and above that includes the following:

1. Knowledge of Americans with Disabilities Act (ADA) as well as State accessibility laws and regulations.
2. Experience in complying with legal mandates within the context of a department's operational needs, fiscal resources, and broad geographical boundaries.
3. Experience in resolving conflicts within multi-disciplinary teams and stakeholder groups.
4. Experience in developing policies and recommending policy changes.
5. Experience in building strong business relationships internally and externally that add value to the organization. Specifically, with legislative staff, private parties, special interest groups and the media.
6. Experience with oversight and development of fiscal systems.

SPECIAL REQUIREMENTS:

1. Possession of organizational and functional knowledge of California State Government; ability to work in a multidisciplinary team of professional and administrative staff; ability to develop good working relationships with all levels of the Department, private stakeholders, and partners; and the ability to analyze complex problems, policies and procedures and recommend effective courses of action. Familiarity of the Department's mission, policies, statutes, regulations and a general knowledge of general plans and other park operational guidelines.
2. Ability to communicate effectively; practicing tactfulness and diplomacy.
3. Travel will be required.

EXAMINATION INFORMATION:

A minimum rating of 70% must be attained to obtain list eligibility. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Accessibility Section** with the **Department of Parks and Recreation**. Applications will be retained for twelve months.

This examination will consist of an application screening process conducted by a designated screening committee. Using predetermined evaluation criteria based on the minimum and desirable qualifications included within this examination bulletin, applicants will be competitively ranked according to their personal qualifications and experience as stated on their application, resume, and Statement of Qualifications. Therefore, it is imperative that applicants complete their application thoroughly and include specific details that address the minimum qualifications and desirable qualifications of this position.

Based on the competitive group, only the most qualified candidates may be scheduled for a hiring interview.

FILING INSTRUCTIONS:

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A resume with references.
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no longer than 2 pages in length, with standard margins and 12 point font size.

FILING INSTRUCTIONS (Continued):

Note: Resumes do not take the place of the Statement of Qualifications. **Applications submitted without a Statement of Qualifications will be eliminated from the examination process.**

Applications must be submitted by the final filing date to:

Department of Parks and Recreation
Attention: Mike Sexton, Exams Unit
P.O. Box 942896
Sacramento, California 94296

Questions regarding this bulletin announcement should be directed to Mike Sexton at (916) 653-9604 or by email: Mike.Sexton@parks.ca.gov

Questions regarding this position should be directed to Brian Dewey at (916) 445-8870 or by email: Brian.Dewey@parks.ca.gov

SPECIAL TESTING:

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION:

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Parks and Recreation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>